Non-VA Provider Updates (PSO*7.0*481)

Deployment, Installation, Back-Out, and Rollback Guide

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Revision History

Date	Description	Author
02/2019	Initial Release	REDACTED

Artifact Rationale

This document describes the Deployment, Installation, Back-out, and Rollback Plan for new products going into the VA Enterprise. The plan includes information about system support, issue tracking, escalation processes, and the roles and responsibilities involved in all these activities. Its purpose is to provide clients, stakeholders, and support personnel with a smooth transition to the new product or software. It should be structured appropriately to reflect these procedures at a single or at multiple locations.

Per the Veteran-focused Integrated Process (VIP) Guide, the Deployment, Installation, Back-out, and Rollback Plan are required to be completed prior to Critical Decision Point #2 (CD #2). The expectation is that they will be updated throughout the lifecycle of the project for each build, as needed.

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1. Introduction

This document describes how to deploy and install the Non-VA Provider Updates patch, PSO*7.0*481, and how to back-out the product.

1.1. Purpose

The purpose of this plan is to provide a single common document that describes how, when, where, and to whom the Non-VA Provider Updates patch PSO*7.0*481 will be deployed and installed, as well as how it is to be backed out, if necessary. The plan also identifies resources, communications plan, and rollout schedule. Specific instructions for installation, back-out, and rollback are included in this document.

1.2. Dependencies

Released patch XU*8.0*630 is a required patch for the Non-VA Provider Updates patch PSO*7.0*481 and must be installed in the same account with PSO*7.0*481.

1.3. Constraints

Non-VA Provider Updates patch PSO*7.0*481 is expected to be installed on existing VistA platforms. The hardware may reside at local or regional data centers. Non-VA Provider Updates patch PSO*7.0*481 utilizes existing nationally released security controls to control access.

2. Roles and Responsibilities

No one single entity oversees decision making for deployment, installation, back out and rollback of Non-VA Provider Updates patch PSO*7.0*481. The release agent and application coordinators under the VIP will approve deployment and install from an Office of Information and Technology (OIT) perspective. If an issue with the software arises, then the area managers and other site leadership will meet. A back out and rollback decision of the software will be made with the input from Patient Safety, Health Product Support, IT Operations, and Services personnel. The following table provides information for Non-VA Provider Updates patch PSO*7.0*481.

Table 1: Roles and Responsibilities

Team	Phase / Role	Tasks
IT Operations and Services personnel	Deployment	Plan and schedule deployment
IT Operations and Services personnel	Deployment	Determine and document the roles and responsibilities of those involved in the deployment.
Site personnel	Deployment	Test for operational readiness
IT Operations and Services personnel. The IT support will need to include person(s) to install the Kernel Installation & Distribution System (KIDS) build	Installation	Plan and schedule installation
N/A – will work under the VistA ATO and security protocols.	Installation	Ensure authority to operate and that certificate authority security documentation is in place

Team	Phase / Role	Tasks
N/A – no equipment is being added.	Installation	Validate through facility POC to ensure that IT equipment has been accepted using asset inventory processes
IT Operations and Services personnel	Implementation	Retrieve and place site specific .csv file for importing
IT Operations and Services personnel	Implementation	Coordinate with pharmacy staff and import the non-VA provider data
Facility CIO, IT Operations, and Services personnel	Back-out	Confirm availability of back-out instructions and back-out strategy (what are the criteria that trigger a back-out)
Hardware and System support – no changes. Software support will be the HPS Clinical Sustainment team.	Post Deployment	Hardware, Software and System Support

3. Deployment

The deployment is planned as a standard VistA National Patch Module patch rollout. Once approval has been given to nationally release, then patch PSO*7.0*481 will be released from the National Patch Module. After it's released it will be available for installation and deployment at all sites.

Scheduling of test/mirror installs, testing, and deployment to production will be at the site's discretion. It is anticipated there will be a 30-day compliance period. **Please note that this patch must be installed in the site's mirror/test account to test the installation of the patch. The import functionality, however, will not work in the mirror/test accounts.

After patch PSO*7*481 is installed, sites will have the option to import data for non-VA providers into the NEW PERSON (#200) file. Sites that elect not to import the non-VA provider data are not required to do so.

Note: upcoming patches to the NEW PERSON (#200) file will render this process non-functional and that the data cannot be imported later. All updates should be completed prior to the install of patch XU*8*688.

IT staff responsible for installing the patch and retrieving the csv file from the anonymous directory to the site's directory will work in close coordination with the Pharmacy staff. They will be responsible for performing the import function of Non-VA providers at the respective sites. Holders of the PSDMGR key among the Pharmacy staff will get the emails for the providers that were imported successfully and unsuccessfully. These emails will help the pharmacy staff to take further action, if needed.

3.1. Timeline

There is no timeline specifically for deployment. This is considered a maintenance release, and installation, within the constraints of the compliance period for the release, will be at the site's discretion.

3.2. Site Readiness Assessment

This section discusses the locations that will receive the Non-VA Provider Updates patch PSO*7.0*481 deployment.

3.2.1. Deployment Topology (Targeted Architecture)

Non-VA Provider Updates patch PSO*7.0*481 will be deployed to each VistA instance. That will include local sites as well as regional data processing centers.

3.2.2. Site Information (Locations, Deployment Recipients)

The initial deployment will be to Initial Operating Capability (IOC) sites for verification of functionality. Once that testing is completed and approval is given for national release, Non-VA Provider Updates patch PSO*7.0*481 will be deployed to all VistA systems.

The Production IOC testing sites are:

- Birmingham VAMC
- San Diego HCS

3.2.3. Site Preparation

There is no special preparation required for Non-VA Provider Updates patch PSO*7.0*481. A fully patched VistA system is the only requirement.

3.3. Resources

N/A

3.3.1. Facility Specifics

N/A

3.3.2. Hardware

N/A

3.3.3. Software

N/A

3.3.4. Communications

Service Delivery and Engineering (SDE) Field Implementation Services will be sending out an action item and National Change Order prior to the release of Non-VA Provider Updates patch PSO*7.0*481 advising them of the upcoming release.

Non-VA Provider Updates patch PSO*7.0*481 will be deployed using the standard method of patch release from the National Patch Module rather than a phased deployment. When patch PSO*7.0*481 is released, the National Patch Module will send a notification to all the personnel who have subscribed to those notifications.

3.3.4.1. Deployment/Installation/Back-Out Checklist

The deployment and installation will be performed by site support personnel once it is nationally released.

4. Installation

4.1. Pre-installation and System Requirements

Non-VA Provider Updates patch PSO*7.0*481 assumes a fully-patched VistA system.

4.2. Platform Installation and Preparation

This patch may be loaded with users on the system. You may wish to install it during non-peak hours. This patch should take less than 5 minutes to install. Kernel patches must be current on the target system to avoid problems loading and/or installing this patch.

4.3. Download and Extract Files

Non-VA Provider Updates patch PSO*7.0*481 is being released as a PackMan Message distributed through the National Patch Module. However, there are manual updates as well as data files containing the Non-VA Provider data for each Veterans Integrated Service Network (VISN) and State that can be downloaded.

The preferred method is to retrieve files from REDACTED.

This transmits the files from the first available server. Sites may also elect to retrieve files directly from a specific server.

Sites may retrieve the documentation directly using Secure File Transfer Protocol (SFTP) from the REDACTED directory at the following

Table 2: OI Field Offices

Location	Site
REDACTED	REDACTED
REDACTED	REDACTED

Documentation can also be found on the VA Software Documentation Library at:

http://www.va.gov/vdl/

Table 3: Manuals to be Downloaded

File Name	File Contents	Download Format
Outpatient Pharmacy (PSO) Manager User's Manual	pso_7_man_um_p481.pdf	Binary
Outpatient Pharmacy (PSO) Technical Manual/Security Guide	pso_7_tm_p481.pdf	Binary
Non-VA Provider Updates (PSO*7.0*481) Deployment, Installation, Backout and Roll-Back Guide	pso_7_ig_p481.pdf	Binary

Software support personnel may retrieve the Non-VA Provider data files for their individual VISN and State(s) in Comma Separated Value (CSV) format directly using SFTP from the ANONYMOUS

directory in the sub folder "PSO_481". Sub-folders for each VISN will be contained within the folder PSO_481.

Table 4: Non-VA Provider Data Files to be Downloaded

File Name	File Contents	Download Format
PSO_481_VISN_ST.csv	VISN is the VISN number and ST is the state abbreviation for the files containing the Non-VA Provider data	Binary

Retrieve the files applicable for your VISN and state and transfer them to a directory accessible from your VistA production environment. The VistA import option will not allow data to be imported from another VISN.

If your site's providers are in multiple states, then importing multiple files (one from each state) can be done. Provider information is separated out by VISN and state into Excel files. For example, a California site in VISN 21 might import a file for VISN 21/California and VISN 21/Nevada. A file for VISN 22/California cannot be imported because only files for VISN 21 may be imported.

Filename format = PSO_481_VISN_ST.csv (Example: PSO_481_21_CA.csv includes all non-VA providers for VISN 21 in California.)

After this patch is installed, the site's IT support personnel can coordinate with pharmacy staff and invoke the Non-VA Provider Import [NON-VA PROVIDER IMPORT] option which is located within the Outpatient Pharmacy Manager [PSO MANAGER] menu under the Maintenance (Outpatient Pharmacy) [PSO MAINTENANCE] menu to import the Non-VA Providers contained in the Excel files for your VISN. **See section 4.10 in this manual for additional information.**

4.4. Database Creation

N/A

4.5. Installation Scripts

N/A

4.6. Cron Scripts

N/A

4.7. Access Requirements and Skills Needed for the Installation and Importing

Installation of Non-VA Provider Updates patch PSO*7.0*481 requires the following to install:

- Programmer access to VistA instance and ability to install KIDS build.
- Ability to File Transfer Protocol (FTP) a file to the local VistA instance.

4.8. Installation Procedure

4.8.1. PSO*7.0*481 VistA Installation

This patch will not be functionally testable in a mirror/test/non-production account. The functionality from this patch can only be exercised in a production environment. Install it into mirror/test accounts to test the VistA Patch installation prior to installing into production.

VistA installation procedure:

1. Use the "INSTALL/CHECK MESSAGE" option of the PackMan menu. This option will load the KIDS patch onto the system.
2. The patch has now been loaded into a Transport global on the system. Use KIDS to install the transport global.
3. On the menu for KIDS select the "Installation" menu.
4. Use the "Verify Checksum in Transport Global" option and verify that all routines have the correct checksums.

On the KIDS menu, under the "Installation" menu, use the following options:

   a. Print Transport Global
   b. Compare Transport Global to Current System
   c. Backup a Transport Global

The routines in this patch are new, so there is no need to back up the transport global.

5. Use the "Install Package(s)" option under the "Installation" menu and select the package "PSO*7.0*481".
6. When prompted "Want KIDS to Rebuild Menu Trees Upon Completion of Install? NO//", choose "NO".
7. When prompted "Want KIDS to INHIBIT LOGONs during the install? NO//", choose "NO".
8. When prompted "Want to DISABLE Scheduled Options, Menu Options, and Protocols? NO//", choose "NO".

4.9. Installation Verification Procedure

Verify the checksum of the routines are equal to the checksum listed on the patch description.

4.10. Importing Non-VA Providers

Site's IT support personal responsible for installation of the Vista Patch will perform this action with coordination from local pharmacy staff. Local pharmacy staff do not have sufficient system privileges to be able to import the non-VA provider data.

4.11. SERVICE/SECTION (#29) field

Pharmacy staff at each site determines whether an existing entry in the SERVICE/SECTION (#49) file should be used to populate the SERVICE/SECTION (#29) field in the NEW PERSON (#200) file for Non-VA providers which are imported. Sites may decide to define a new entry such as "NON-VA COMMUNITY CARE" into the SERVICE/SECTION (#49) file.

Sites may also decide not to populate the SERVICE/SECTION (#29) field. In that case, the following prompt is answered by pressing "enter":

Which SERVICE/SECTION (#29) field entry should be used?

At this prompt enter the Service/Section or if there is none press "enter"

4.11.1. TITLE (#3.1) field

It is highly recommended that the site pre-defines the titles "HN NON-VA PROVIDER" and "TW NON-VA PROVIDER" in the TITLE (#3.1) file before starting the import process.

The provider information will file with one of these titles.

If the titles are not defined in the TITLE (#3.1) file, the Non-VA provider titles will not display in CPRS.

4.11.2. PSDMGR key

MailMan messages are sent to the holders of the PSDMGR key containing information about:

1. Providers which were filed successfully
2. Providers which were not filed due to duplication of NPI's, etc.

4.11.3. Non-VA Provider Import [PSO NON-VA PROVIDER IMPORT]

A new option is added to the Outpatient Pharmacy Manager [PSO MANAGER] menu, Non-VA Provider Import [PSO NON-VA PROVIDER IMPORT].

The file import does not file non-VA provider information into the IB NON/OTHER VA BILLING PROVIDER (#355.93) file.

The expectation is that sites will perform the import once but multiple imports can be done up until XU*8*688 is released. Once XU*8*688 is released and once installed then the import option will no longer function. There may be monthly updates to the posted .csv files until XU*8*688 is released. Subsequent copies of spreadsheets might contain updated information for providers such as DEA Expiration Date, address, etc. The file import does not update existing entries in the NEW PERSON (#200) file.

If provider information on the spreadsheet does not include a DEA number, the AUTHORIZED TO WRITE MED ORDERS (#53.1) field of the NEW PERSON (#200) file will not be populated. Sites may perform a FileMan search for any of these entries and then define the AUTHORIZED TO WRITE MED ORDERS (#53.1) field if desired. (This scenario was discovered during field testing.)

Example of importing using the Non-VA Provider Import [PSO NON-VA PROVIDER IMPORT] option:

```
Select Outpatient Pharmacy Manager <TEST ACCOUNT> Option: Maintenance (Outpatient Pharmacy)


    Site Parameter Enter/Edit

    Edit Provider

    Add New Providers

    Queue Background Jobs

    Autocancel Rx's on Admission

    Bingo Board Manager ...

    Edit Data for a Patient in the Clozapine Program

    Enter/Edit Clinic Sort Groups

    Initialize Rx Cost Statistics

    Edit Pharmacy Intervention

    Delete Intervention

    Auto-delete from Suspense

    Automate Internet Refill

    Delete a Prescription

    Enter/Edit Automated Dispensing Devices

    Expire Prescriptions

    Manual Auto Expire Rxs

    Non-VA Provider Import

    Prescription Cost Update
```

```
      Purge Drug Cost Data

      Recompile AMIS Data


Select Maintenance (Outpatient Pharmacy) <TEST ACCOUNT> Option: NON-VA Provider Import


Considerations before invoking this option:


TITLE (#3.1) file:

    Have the titles "HN NON-VA PROVIDER" and "TW NON-VA PROVIDER"

    been defined in the TITLE (#3.1) file in this system?

    It is optional to have the titles defined.

    However, the providers loaded by this patch will have no titles

    listed in CPRS if these titles are not pre-defined prior to importing

    the non-VA provider information included in this update.


SERVICE/SECTION (#49) file:

    Determine whether an entry for the SERVICE/SECTION (#29) field

    should be populated during the import.

    It is optional to populate the SERVICE/SECTION (#29) field.

    Your site may wish to define a new SERVICE/SECTION (#49) file entry

    such as "NON-VA COMMUNITY CARE".


Do you wish to proceed? NO// YES

Your site VISN is: 1. <this will be whatever your VISN is>

Only providers for your VISN may be imported.

Directory name // <insert directory path>

File Name // <insert file name PSO_481_VISN_ST.csv where VISN is your VISN number and ST is your
state abbreviation>

Press ENTER if the SERVICE/SECTION (#29) field should not be populated.


Which SERVICE/SECTION (#29) field entry should be used? <enter a valid entry from the
SERVICE/SECTION (#49) file or press "enter" if the field should not be populated>


Requested Start Time: NOW// (MAY 16, 2018@16:49:21)


    PSO NON-VA PROVIDER IMPORT TASKED:1238567
```

After completion, MailMan message(s) will be sent to holders of the PSDMGR key.

MailMan Message Examples

For successful import:

```
Subj: VACAA: Filing Success [#2750644] 05/16/18@16:49 7 lines
From: Non-VA Provider Updates In 'IN' basket.  Page 1 *New*
-------------------------------------------------------------------------------
This message lists new Non-VA Providers successfully uploaded into the VistA
NEW PERSON file (#200) for VACAA.


IEN       Provider
-----------  ------------------------------------
1111111111   PROVIDER1,NM
1111111111   PROVIDER2,NM
```

For Duplicate NPI(s) in file:

```
Subj: VACAA: NPI(s) Listed Multiple Times in Spreadsheet [#2750645]
05/16/18@16:49 7 lines
From: Non-VA Provider Updates In 'IN' basket.  Page 1 *New*
-------------------------------------------------------------------------------
This message lists Non-VA Provider data that failed to load into the VistA
NEW PERSON file (#200) because the NPI was listed in the spreadsheet multiple
times - possibly under multiple addresses.


NPI       Provider         Street Address
----------  --------------------  -------------------
1111111111   PROVIDER1,NM      65 MESQUITE ST
1111111111   PROVIDER1,NM      61 BARK ST


Enter message action (in IN basket): Ignore//
```

For No New Entries:

This MailMan message is sent if no providers were filed. It is unlikely that no new providers will be filed, but it might happen at sites which do not have very many non-VA providers. This message will let the users know that there are no new entries in case they double check new entries after the option finishes.

```
Subj: VACAA: Filing Success [#2750660] 05/16/18@17:13 8 lines
From: Non-VA Provider Updates In 'IN' basket.  Page 1 *New*
-------------------------------------------------------------------------------
This message lists new Non-VA Providers successfully uploaded into the VistA
NEW PERSON file (#200) for VACAA.


**** NO NEW PROVIDERS SUCCESSFULLY UPLOADED ****
**** SEE SEPARATE MESSAGES CONCERNING FILING PROBLEMS ****
**** AND INFORMATION ON PROVIDERS WHICH ARE ALREADY ON FILE ****
 Enter message action (in IN basket): Ignore//
```

For NPI already on file before patch install:

This message lists providers listed in the spreadsheet, but the NPI is already on file at the site.

```
Subj: VACAA: NPI(s) Already On File [#2750661] 05/16/18@17:13 6 lines

From: Non-VA Provider Updates In 'IN' basket.  Page 1 *New*

-----------------------------------------------------------------------------

This message lists Non-VA Provider(s) that failed to load into the VistA

NEW PERSON file (#200) because the NPI was already on file.


NPI         Provider

----------     --------------------

2222222222     PROVIDER3,NM


Enter message action (in IN basket): Ignore//
```

For Name already on file (with no NPI):

This message is generated if there is a name match in the NEW PERSON (#200) file but that entry does not contain an NPI. These entries need to be manually checked to see if the name matches in the NEW PERSON (#200) file are the same person. The site then decides whether to define the entries from the spreadsheet.

```
Subj: VACAA: Name(s) already on file in the New Person (#200) file [#2750662]

05/16/18@17:13 6 lines

From: Non-VA Provider Updates In 'IN' basket.  Page 1 *New*

-----------------------------------------------------------------------------

This message lists Non-VA Provider data that failed to load into the VistA

NEW PERSON file (#200) because the name is already on file


NPI      Provider        Street Address

----------   --------------------  -------------------

3333333333   PROVIDER4,NM      123 SUNSET DR.


Enter message action (in IN basket): Ignore//
```

Example FileMan Search to view imported Non-VA Providers:

```
VA FileMan 22.2


Select OPTION: 3 SEARCH FILE ENTRIES


Output from what File: NEW PERSON//    (1815 entries)


 -A- SEARCH FOR NEW PERSON FIELD: DATE ENTERED

 -A- CONDITION: EQUALS

 -A- EQUALS DATE: T (JAN 17, 2019) <date of import>


 -B- SEARCH FOR NEW PERSON FIELD: AUTHORIZED TO WRITE MED ORDERS
```

```
 -B- CONDITION: NULL


 -C- SEARCH FOR NEW PERSON FIELD: NON-VA PRESCRIBER
 -C- CONDITION: EQUALS
 -C- EQUALS: YES


 -D- SEARCH FOR NEW PERSON FIELD:


IF: A&B&C  DATE ENTERED EQUALS any time during JAN 17,2019 (1/17/2019)
         and AUTHORIZED TO WRITE MED ORDERS NULL
         and NON-VA PRESCRIBER EQUALS "1" (YES)
 OR:


STORE RESULTS OF SEARCH IN TEMPLATE:


Sort by: NAME//
Start with NAME: FIRST//
First Print FIELD: NUMBER
Then Print FIELD: NAME
   1  NAME
   2  NAME COMPONENTS
CHOOSE 1-2: 1 NAME
Then Print FIELD:
Heading (S/C): NEW PERSON Search//
```

Example of Non-VA provider filed by this patch:

```
NAME: xxxx,xxxx              TITLE: HN NON-VA PROVIDER
STREET ADDRESS 1: 123 STREET     STREET ADDRESS 2: SUITE 100
CITY: ANYTOWN              STATE: ANYSTATE
ZIP CODE: 12345            SEX: MALE
DATE ENTERED: JUL 31, 2018     CREATOR: TASKMAN,PROXY USER
NAME COMPONENTS: 200        DEGREE: MD
SERVICE/SECTION: OPTIONAL
SIGNATURE BLOCK PRINTED NAME: xxxx xxxx
KEY: XUORES               GIVEN BY: TASKMAN,PROXY USER
DATE GIVEN: JUL 31, 2018
SUBJECT ORGANIZATION: Veteran Care In The Community
SUBJECT ORGANIZATION ID: n/a     UNIQUE USER ID: 1111111111
NPI: 1111111111            NPI ENTRY STATUS: DONE
AUTHORIZE RELEASE OF NPI: Yes
EFFECTIVE DATE/TIME: JUL 31, 2018@17:09:08
STATUS: ACTIVE            NPI: 1111111111
AUTHORIZED TO WRITE MED ORDERS: YES  DEA#: AX111111111
```

```
PROVIDER CLASS: PHYSICIAN       PROVIDER TYPE: FEE BASIS

REMARKS: HN NON-VA PROVIDER      SCHEDULE II NARCOTIC: Yes

SCHEDULE II NON-NARCOTIC: Yes    SCHEDULE III NARCOTIC: Yes

SCHEDULE III NON-NARCOTIC: Yes   SCHEDULE IV: Yes

SCHEDULE V: Yes                  DEA EXPIRATION DATE: OCT 31, 2020

NON-VA PRESCRIBER: YES           TAX ID: 11-1111111

PSIM UPDATE USER: TASKMAN,PROXY USER PSIM UPDATE DT: JUL 31, 2018@17:09
```

If Non-VA Providers that have been imported need to be inactivated, see section 5.61 for information on the Non-VA Provider Inactivate [PSO NON-VA PROVIDER INACTIVATE] option.

4.12. System Configuration

N/A

4.13. Database Tuning

N/A

5. Back-Out Procedure

5.1. Back-Out Strategy

Since this patch is made up of new routines, there was no need to create a backup. Instructions for removing the routines and options coming in with this patch are below.

5.2. Back-Out Considerations

5.2.1. Load Testing

N/A

5.2.2. User Acceptance Testing

User acceptance testing was conducted by the two test sites listed in section 3.2.2.

The sites followed the provided test plan and executed the test cases according to the plan for the first build of PSO*7.0*481. The sites either passed or failed any item based on testing. Any items that failed were re-developed and then sent back to the sites for the next build and further acceptance testing following the same process. Once in production, the same final test cases from the last build were tested in production. No subsequent builds were created as the test cases passed and sites signed off on concurrence for release of the product.

5.3. Back-Out Criteria

Back-out would only be considered if there was a catastrophic failure that causes loss of function for the application and/or a significant patient safety issue.

5.4. Back-Out Risks

There is a risk that the process, which would be performed only in an emergent situation, would significantly impact patient care due to the interruption.

5.5. Authority for Back-Out

The Area Manager has the final authority to require the rollback and accept the associated risks.

5.6. Back-Out Procedure

These steps assume that the only reason to consider a back-out for patch PSO*7.0*481 is in the event of a catastrophic failure.

Contact the HPS Clinical Sustainment implementation team to notify them there has been a catastrophic failure with Non-VA Provider Import PSO*7.0*481 patch. Use the following contacts:

Table 5: HPS Clinical Sustainment Contacts

Name & Title	Title	Email	Telephone Number
REDACTED	REDACTED	REDACTED	REDACTED
REDACTED	REDACTED	REDACTED	REDACTED

5.6.1. Inactivate Imported Non-VA Providers

The new option, Non-VA Provider Inactivate [PSO NON-VA PROVIDER INACTIVATE], will allow for the inactivation of providers which were previously imported by this patch if it is decided later that the providers should not remain active due to workflow or other issues. The Non-VA Provider Inactivate [PSO NON-VA PROVIDER INACTIVATE] option is only accessible by users with programmer level access and is not attached to a menu.

This option will populate the DISUSER (#7) field with "YES". The INACTIVE DATE (#53.4) and TERMINATION DATE (#9.2) fields will be populated with the previous day's date so that the providers will be immediately inactive. The REMARKS (#53.9) field will contain a comment that the entry was inactivated by this option.

The security key "XUPROG" is required before a user can run this option.

Example of Non-VA Provider Inactivate [PSO NON-VA PROVIDER INACTIVATE]:

```
 Select OPTION NAME: PSO NON-VA PROVIDER INACTIVATE    Non-VA Provider

Inactivate  Non-VA Provider Inactivate


The following information displays to the user:


This option is to be used ONLY to inactivate non-VA providers

which were loaded by the Non-VA Provider Import option.


If you proceed, NEW PERSON (#200) file entries which meet

the following criteria:


NON-VA PRESCRIBER (#53.91) field = YES

REMARKS (#53.9) field contains "NON-VA PROVIDER"

DATE ENTERED (#30) field = the date specified in the "DATE ENTERED" prompt

will have:


DISUSER (#7) field set to "YES"


TERMINATION DATE (#9.2) and INACTIVE DATE (#53.4) fields populated with

yesterday's date. (Yesterday's date must be used in order to immediately
```

```
inactivate the providers.)


REMARKS (#53.9) field will have a comment added: "INACTIVATED BY NON-VA

INACTIVATE OPTION".


Do you wish to proceed? NO// YES

What DATE ENTERED for the entries which should be inactivated? T (JUL

31, 2018) <enter date you want entries inactivated>


NEW PERSON (#200) file entries for non-VA providers which were entered on

JUL 31, 2018 will be inactivated.

Do you wish to proceed? NO// YES


Starting -- Please wait .................

Finished.


Check ^XTMP("PSONONVA_INACTIVATE #####" for IEN's which have been

inactivated. <##### will be a unique number>


Press Return to continue:
```

IT staff can view the XTMP global after running this option to see a list of IENs for entries that were inactivated. No other notification is provided to the user from inactivating non-VA providers using the Non-VA Provider Inactivate [PSO NON-VA PROVIDER INACTIVATE] option. Using the example above, enter the following to see the list of entries inactivated by this action:

```
VISTA>D ^%G


Device:

Right margin: 80 =>

Screen size for paging (0=nopaging)? 24 =>

For help on global specifications DO HELP^%G

Global ^XTMP("PSONONVA_INACTIVATE #####" -- NOTE: translation in effect

^XTMP("PSONONVA_INACTIVATE #####",0)="3190315^3190114^Non-VA Provider Update"

^XTMP("PSONONVA_INACTIVATE #####",3190114,IEN1)=""

                                      IEN2)=""

                                      IEN3)=""

                                      IEN4)=""

                                      IEN5)=""
```

The information that is displayed can then be captured and forwarded to the pharmacy staff that requested the inactivation.

Example of NEW PERSON (#200) file entry which is inactivated by this option:

```
NAME: xxxx,xxxx            DISUSER: YES
TITLE: HN NON-VA PROVIDER       TERMINATION DATE: JUL 30, 2018
STREET ADDRESS 1: 1234 STREET
STREET ADDRESS 2: SUITE 100     CITY: ANYTOWN
STATE: ANYSTATE            ZIP CODE: 12345
SEX: MALE                 DATE ENTERED: JUL 31, 2018
CREATOR: TASKMAN,PROXY USER     Entry Last Edit Date: JUL 31, 2018
NAME COMPONENTS: 200        DEGREE: MD
SERVICE/SECTION: OPTIONAL
SIGNATURE BLOCK PRINTED NAME: xxxx xxxx
KEY: XUORES               GIVEN BY: TASKMAN,PROXY USER
DATE GIVEN: JUL 31, 2018
SUBJECT ORGANIZATION: Veteran Care In The Community
SUBJECT ORGANIZATION ID: n/a    UNIQUE USER ID: 1111111111
NPI: 1111111111            NPI ENTRY STATUS: DONE
AUTHORIZE RELEASE OF NPI: Yes
EFFECTIVE DATE/TIME: JUL 31, 2018@17:09:08
STATUS: ACTIVE            NPI: 1111111111
AUTHORIZED TO WRITE MED ORDERS: YES  DEA#: AX1111111
INACTIVE DATE: JUL 30, 2018     PROVIDER CLASS: PHYSICIAN
PROVIDER TYPE: FEE BASIS
REMARKS: HN NON-VA PROVIDER; INACTIVATED BY NON-VA INACTIVATE OPTION
SCHEDULE II NARCOTIC: Yes       SCHEDULE II NON-NARCOTIC: Yes
SCHEDULE III NARCOTIC: Yes      SCHEDULE III NON-NARCOTIC: Yes
SCHEDULE IV: Yes          SCHEDULE V: Yes
DEA EXPIRATION DATE: DEC 31, 2018   NON-VA PRESCRIBER: YES
TAX ID: 11-1111111           PSIM UPDATE USER: xxxx,xxxx
```

5.6.2. Option Deletion

The Non-VA Provider Inactivate [PSO NON-VA PROVIDER INACTIVATE] option and the Non-VA Provider Import [PSO NON-VA PROVIDER IMPORT] option can be removed from the Maintenance (Outpatient Pharmacy) [PSO MAINTENANCE] menu through FileMan.

1. Delete the option as an item under the Maintenance (Outpatient Pharmacy) [PSO MAINTENANCE] menu:

```
    VA FileMan 22.2


    Select OPTION: 1 ENTER OR EDIT FILE ENTRIES


    Input to what File: OPTION//      (13653 entries)
    EDIT WHICH FIELD: ALL// MENU
    1   MENU   (multiple)
    2   MENU TEXT
```

```
        CHOOSE 1-2: 1 MENU (multiple)

        EDIT WHICH MENU SUB-FIELD: ALL// ITEM

        THEN EDIT MENU SUB-FIELD:

        THEN EDIT FIELD:


        Select OPTION NAME: PSO MAINTENANCE

        Select ITEM: PSO NON-VA PROVIDER IMPORT// @

        SURE YOU WANT TO DELETE THE ENTIRE ITEM? Y (Yes)

        Select ITEM: PSO AUTO DISPENSING DEVICE// ^ <-- shift 6 to exit
```

2. Delete the two options from the Option (#19) file:

```
 VA FileMan 22.2


    Select OPTION: 1 ENTER OR EDIT FILE ENTRIES


    Input to what File: OPTION//      (13653 entries)
    EDIT WHICH FIELD: ALL//


    Select OPTION NAME: Select OPTION NAME: PSO NON-VA PROVIDER

      1  PSO NON-VA PROVIDER IMPORT    Non-VA Provider Import

      2  PSO NON-VA PROVIDER INACTIVATE    Non-VA Provider

                       Inactivate
    CHOOSE 1-2: 1 PSO NON-VA PROVIDER IMPORT   Non-VA Provider

                       Import
    NAME: PSO NON-VA PROVIDER IMPORT Replace @

    SURE YOU WANT TO DELETE THE ENTIRE 'PSO NON-VA PROVIDER IMPORT'

    OPTION? Y (Yes)

    SINCE THE DELETED ENTRY MAY HAVE BEEN 'POINTED TO'

    BY ENTRIES IN THE 'AUDIT' FILE, ETC.,

    DO YOU WANT THOSE POINTERS UPDATED (WHICH COULD TAKE QUITE A

    WHILE)? No// (No)
```

3. Repeat the above for the option "PSO NON-VA PROVIDER INACTIVATE"

5.6.3. Routine Deletion

The routines in this patch are new there are no previous versions to restore.

The routines PSONVAP2, PSONVAP3, and PSONVAP4 may be deleted using the Delete Routines option under the Programmer Options menu:

```
Select Routine Tools <TEST ACCOUNT> Option: DELETE Routines


ROUTINE DELETE


All Routines? No => No


Routine: PSONVAP2
```

```
Routine: PSONVAP3
Routine: PSONVAP4
Routine:
3 routines


3 routines to DELETE, OK: NO// YES
```

To prevent accidental deletion of a needed routine due to a typo when specifying the routine, use this option cautiously. It does not cause harm to keep the routines on the system since the options have been deleted.

5.7. Back-out Verification Procedure

1. Confirm Routines PSONVAP2, PSONVAP3 and PSONVAP4 have been removed from the environment.
2. Confirm options Non-VA Provider Import [PSO NON-VA PROVIDER IMPORT] and Non-VA Provider Inactivate [PSO NON-VA PROVIDER INACTIVATE] have been removed from the Options (#19) file.

6. Rollback Procedure

6.1. Rollback Considerations

N/A

6.2. Rollback Criteria

N/A

6.3. Rollback Risks

N/A

6.4. Authority for Rollback

The Facility CIO has the final authority to require the rollback and accept the associated risks.

6.5. Rollback Procedure

N/A

6.6. Rollback Verification Procedure

N/A